



## Toronto District School Board

### Permit Unit

401 College Street, 3<sup>rd</sup> Floor, Toronto, Ontario M5T 1S9 • Tel: (416) 395-7666 • Fax: (416) 395-8062  
E-mail: [Permits@tdsb.on.ca](mailto:Permits@tdsb.on.ca) Website: [www.tdsb.on.ca/permits](http://www.tdsb.on.ca/permits)

## Rules and Regulations for community groups using TDSB Facility Permits

### Application

1. Permit applications are processed in accordance with the TDSB Permit Policy P.011 and Operational Procedure PR.666, supplemented by these Rules and Regulations.
2. Please apply for a permit well in advance of the first usage date. Due to the need for consultations with other parties involved in supporting the permit, please allow at least 15 business days for the result to be confirmed.

### Cancellation and Amendment

3. The Board reserves the right to cancel or alter a permit at any time, with or without cause.
4. Permits may be cancelled by the Board if any property of the Board is damaged by the Permit Holder or if the Permit Holder behaves in a manner that is unacceptable to the Board.
5. A Permit Holder may cancel a permit booking with at least 7 business days' advance notice. An administrative fee is charged for each occasion of cancellation or amendment.

### Fees

6. Fees for permits shall be charged in accordance with approved fee schedules as published on the TDSB website.
7. All permit fees with applicable taxes are payable in advance, no later than seven business days prior to the start date, or the permit will be cancelled. An application will not be processed unless it is accompanied by a credit card guarantee or a money order for the non-refundable application fee.
8. An administration fee will be levied if a credit card is declined or if a cheque is dishonoured. Fees levied by the financial institutions will also be recovered from the Permit Holder.
9. The Permit Holder shall be responsible for any additional costs incurred by exceeding the time booked, using additional spaces, extra clean-up, and/or damages.
10. Fees will be refunded if a permit is cancelled by the TDSB.
11. If a permit is cancelled by a Permit Holder with less than adequate notice, the permit fees will be forfeited.
12. Any credit resulting from a Permit Holder's cancellation will be used towards the next payment due. If an immediate refund to the credit card or by cheque is required, an additional processing fee will be charged.



### **Government Regulations**

13. The Permit Holder shall conform to all applicable government by-laws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.
14. The Permit Holder shall not carry on any activities or make any statements on Board property that may be in contravention of the Board's policies and the Ontario Human Rights Code regarding discrimination and harassment.

### **Supervision**

15. The Permit Holder shall be responsible for the conduct and supervision of all persons attending the permit activity and shall see that all permit regulations of the Board are strictly observed. There must be adequate adult supervision for children at all times.
16. Enhanced security measures (typically Paid-Duty Police) may be required for special events. Arrangements are to be made by the permit applicant upon request from the Permit Unit.

### **Building Security**

17. The start and end times specified for each permit booking must be strictly observed. The start time is the time at which the group is allowed to enter the building. The end time is the time by which all members of the group must exit the building. Any time required to prepare for the activities and for clearing the space afterwards must be included in the booking.
18. Before the start of a new permit, please ensure that you have been advised of the designated entrance door.
19. For the safety of all occupants inside our buildings, doors are locked except at the entry time.

### **Fire and Safety**

20. The Permit Holder and all persons allowed in the permitted facilities by the Permit Holder shall exit the building in the event of fire alarm or fire drill.
21. The Permit Holder shall ensure that all aisles, hallways, stairways and exits in the building are kept free from obstruction at all times.
22. The Permit Holder shall not bring or retain on Board premises any products or materials which may pose a fire risk or conflict with the regulations of the Fire Department or the Public Health Department. No open flames or smoke emitting substances are to be burned in or around school facilities. Smoke machines or pyrotechnic devices are not allowed.
23. The seating capacity of an auditorium, cafeteria, gymnasium, general purpose room and any other room must not be exceeded.
24. Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment belonging to the Board. Permit Holders are not allowed to construct on or modify any Board property.

## **General Conditions**

25. Smoking, drinking alcohol and vending of merchandise are prohibited in school buildings and on school grounds.
26. TDSB does NOT approve permits to use school facilities for banquets, dinners or private social functions.
27. Permit users are to provide their own consumable items such as basketballs/volleyballs/swim equipment.
28. Permit users are not allowed to store furniture, equipment, or materials in Board facilities. The Permit Holder/User at the end of the permit activity shall remove any furniture, equipment, and/or materials brought into the facilities by the permit users.
29. School floors must be kept free of powder, wax, sand, tape or any substance (in particular, the stage in an auditorium, or the floor in gymnasium /cafeteria).
30. Food and drinks are strictly forbidden in any gymnasium or auditorium. Only light refreshments may be served in designated areas with permission.
31. The caretaker is the Board's representative in charge of the buildings, grounds and equipment and the Permit Holder shall comply with his/her instructions regarding the use, operation and safety of the buildings, grounds and equipment.

## **Use of Auditorium**

32. A Board technician must be present during the permit activity at the Permit Holder's expense. Depending on the services required, additional Board technicians and/or student stage crew members may be assigned at the expense of the Permit Holder.
33. Arrangements must be made with the Board technician at least one week in advance for the use of any technical equipment, such as stage lighting and public address systems.
34. Permit Holders shall not make any changes to electrical wiring or electrical systems without the approval of the Board, and any approved changes must be performed by Board electricians at the sole cost and expense of the Permit Holder.
35. All stage sets and all decorations must be approved by the Board technician.
36. Permit Holders shall not bring inflammable products or similar materials into the permitted facilities, and all decorations must be made of non-inflammable materials or are treated with a flame-retardant material.
37. All fire department regulations must be adhered to. No open flames or smoke emitting substances are to be burned in or around school facilities. Smoke machines or pyrotechnic devices are not allowed.
38. Permit Holders shall ensure that all aisles, hallways, stairways and exits in the building are kept free from obstruction at all times.

39. The seating capacity of auditoriums must not be exceeded.
40. Permit participants performing on stage must wear soft-soled shoes; otherwise, a protective covering must be used and provided by the Permit Holder.
41. No refreshments are allowed in auditoriums at any time.
42. Please note: School auditoriums are permitted on “as-is” basis. They are not theatres or commercial type facilities with auxiliary equipment and rooms. Budget restrictions may prevent timely replacement of equipment, including stage lighting, sound, or air-conditioning if available.

### **Use of Gymnasium**

43. All permit participants must wear non-marking rubber-soled shoes in gymnasiums.
44. No wax, powder, or other preparation is applied to the floors of the gymnasiums at any time.
45. The attachment of signs, tape or nails etc. to the floors or walls of the gymnasiums are prohibited.
46. The consumption of food or beverages is not allowed in gymnasiums at any time.
47. The following sports restrictions apply:
  - baseball, cricket, lacrosse, football and rugby are prohibited in school gymnasiums, unless the permit is for physical strength and conditioning without equipment;
  - indoor baseball training for throwing and catching may be permitted with the use of a Wiffle ball and Wiffle ball bat only
  - floor hockey is allowed only in gymnasiums equipped with tile flooring and only if plastic sticks and non-marking indoor hockey balls are used;
  - indoor soccer is permitted only for community youth groups and with approved indoor soccer balls.
48. Where available, the use of volleyball/badminton standards, basketball hoops, on-site bleachers or gallery must be approved by the school Principal.
49. Consumable equipment, such as volleyballs, basketballs, soccer balls, volleyball and badminton nets are not available to permit holders.
50. Permit Holders must provide their own nets for playing floor hockey and indoor soccer in school gymnasiums unless otherwise approved by the school Principal.

### **Use of Swimming Pool**

51. The Permit Holder must comply with Ontario Regulation 565 relating to the operation of a swimming pool and safety while it is in use.
52. The Permit Holder must ensure that all permit participants are made aware of the Ontario Regulation 565 pertaining to swimming pool operation and safety.
53. The Permit Holder must ensure that no electrical equipment is taken into the pool room or auxiliary areas. Glass bottles etc. cannot be brought on deck. The Permit Holder will be responsible for any costs arising from clearing broken glass in the pool area.
54. The Permit Holder must hire certified lifeguard(s) at their own cost and expense.

55. The Permit Holder must submit copies of current lifeguard certifications before the permit can be approved.
56. The lifeguards and assistant lifeguards must be on duty on the deck at all times while participants are in the pool areas.
57. Please note: The caretaker will open the pool room and ancillary areas only after being shown current lifeguard certificates of the required lifeguards and assistant lifeguards.

### **Use of Sports Field**

58. TDSB sports/playing fields are maintained to existing TDSB standards, subject to weather conditions and other unforeseen circumstances. A higher level of service may be available at extra cost to the permit holder.
59. Due to contractual, safety and liability considerations, maintenance of TDSB fields and facilities by permit holders is strictly prohibited. Violation of this requirement may result in cancellation of permit privileges. [Note: The current Collective Agreement with the Maintenance & Construction Skilled Trades Council (MCSTC) states that “line marking” falls under the work jurisdiction of the MCSTC.]
60. Requests for line marking or other additional services on sports fields should be specified at the time of application, or added to the permit as soon as the need arises. Please provide adequate prior notice (minimum 3 weeks recommended) in order for the services to be arranged. Please refer to TDSB public website: [www.tdsb.on.ca/permits](http://www.tdsb.on.ca/permits) for information pertaining to Service Fee Surcharges for Sports Fields.
61. The TDSB is committed to providing safe playing surfaces for use by the school and the community. Since the condition of sports fields/diamonds changes based on the volume of sports activity and/or weather conditions, it is the responsibility of the community on-site person in authority (referees/coaches/managers) to inspect the condition of sports fields/diamonds before commencing sports activities to ensure that the sports field/diamond is in good condition and safe for participants to proceed with their sports activity.
62. No alcoholic beverage, barbeque, or concert/music festival/loud music is allowed on site.
63. Chemicals are not to be used on school sports fields for line marking or any other purpose.
64. On artificial turf fields, shoes with cleats are prohibited.  
On natural fields, short turf cleats made of plastic only may be worn, but NOT metal cleats.
65. Sports equipment such as portable goal nets are not to be left on school property.  
On artificial turfs, do not drive goal stakes into the field, and do not use line markers.

66. Play is not permitted under the following weather and/or surface conditions:
- \*\* standing water on the playing field
  - \*\* when walking on turf causes water to surface
  - \*\* when walking on turf on heels causes indentations
  - \*\* 2.5 cm (one inch) or more of rain 48 hours prior to scheduled game or practice accompanied by steady rain on scheduled game or practice day
  - \*\* steady downpour of rain on scheduled game or practice day which could cause damage to turf or injury to participants
  - \*\* audible thunder or visible lightning
67. Sale of food/merchandise is prohibited unless approved and noted on the Permit.
68. School sites must be respected and litter has to be deposited in the containers provided. Excessive littering may result in additional caretaking charges and/or cancellation of permit privileges. Please also be respectful of the properties around our sports fields.
- \*\* Do not trespass on our neighbours' properties.
  - \*\* Any balls, frisbees or equipment that end up in a neighbour's yard cannot be retrieved. Entering a neighbour's yard without the appropriate authority constitutes trespass of private property.
  - \*\* Any damage created to a neighbour's property as a result of negligence by participants in the permit activity is the responsibility of the permit holder.
  - \*\* Any report of unacceptable behaviour on our neighbours' property or TDSB property during the permit may result in the cancellation of the permit.
69. In the interests of participant safety and protection of the playing field resource, all permit holders are requested to observe the above requirements. Failure to do so may result in cancellation of permit privileges and/or restitution for the cost of repairing damaged playing surfaces.

### **Advertising**

70. TDSB logo, TDSB school names and/or telephone numbers cannot be used if a community event is advertised. Only the street address should be used.
71. A community activity/event should only be advertised (without TDSB logo and/or the school name) after an approved permit has been received by the applicant. Such advertisements must contain the telephone number of the Permit Holder for enquiries.
72. A Facility Permit does NOT include permission to advertise and/or display banners on TDSB property.
73. Facility Permit Holders are solely responsible for implementing their own advertising strategies to promote their program/initiative.
74. TDSB is not responsible for promoting Facility Permit Holder's program/initiative.

### **Liability**



75. The Permit Holder is required to reimburse to the Board its cost of repairing or replacing any property of the Board which has been damaged or destroyed, which damage or destruction has resulted from or has arisen out of or in any way attributable to the grant of the permit and the use and occupation of the premises of the Board thereunder.
76. The Permit Holder must provide, at its own expense, liability insurance of at least two million dollars, which covers any personal injury to, death of, and damage or loss of property belonging to or in the possession of the applicant or any officer, member, invitee, or licensee of the applicant organization attending the permit activity. The Policy shall name the Toronto District School Board as an Additional Insured, and proof of coverage shall be provided at the time the permit is authorized. The Board does not carry liability insurance for the activities of users.
77. Neither the Board nor its employees shall be liable for any personal injury to or death of the applicant or any officer, member, invitee or licensee of the applicant organization attending the permit activity or for any loss of or damage to any property belonging to or in the possession of the applicant organization or any officer, member, invitee, or licensee of the applicant organization attending the permit activity.
78. The Permit Holder will indemnify and save harmless the Board and its employees from and against all manner of actions, causes of action, loss, cost, charges, damages, expenses, liabilities, claims and demands whatsoever whether relating to the injury or death of any person or damage to the property of any person which the Board or its employees may, at any time, sustain, incur, or be liable for by reason of or resulting from or arising out of or in any way attributable to the grant of the permit and the use and occupation of the Board's premises thereunder.

**The TDSB reserves the right to revise/update these Rules and Regulations at any time.**

**Please contact the Permit Unit if you require additional information.**

 **Permit Unit**  
 Toronto District School Board  
  
 401 College Street, 3rd Floor,  
Toronto, ON, M5T 1S9  
Phone: (416) 395-7666  
Fax: (416) 395-8062  
[Permits@tdsb.on.ca](mailto:Permits@tdsb.on.ca)  
Website: [www.tdsb.on.ca/permits](http://www.tdsb.on.ca/permits)

